
EVALUATOR MANUAL TRANSMITTAL SHEET

Distribution:

 All Child Care Evaluator Manual Holders
 X All Residential Care Evaluator Manual Holders
 All Evaluator Manual Holders

Transmittal No.
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Subject:

Adult Day Care Facilities

Reason For Change:

Due to the rollout of residential laptop computers for the licensing program analysts, the entire section of the Adult Day Care Facility blues are being reissued.

In addition, for clarity and consistency, a policy decision was made to spell out acronyms, reformat text and add page numbers.

Filing Instructions: X REMOVE – Entire Section X INSERT – Revised Section

Approved:

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 9-21-00

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REGULATION INTERPRETATIONS

AND

PROCEDURES

FOR

ADULT DAY CARE FACILITIES

ADULT DAY CARE FACILITIES

TABLE OF CONTENTS

ARTICLE 6 CONTINUING REQUIREMENTS

Administrator – Qualifications and Duties.....	82064
Personnel Requirements.....	82065
Staff-Client Ratios.....	82065.5
Health Related Services	82075
Daily Inspection for Illness	82075.1
Food Service.....	82076
Responsibility for Providing Care and Supervision.....	82078

ARTICLE 7 PHYSICAL ENVIRONMENT

Outdoor Activity Space.....	82087.2
Fixtures, Furniture, Equipment, and Supplies.....	82088

ARTICLE 6 CONTINUING REQUIREMENTS**82064 ADMINISTRATOR – QUALIFICATIONS AND DUTIES****82064****(c) POLICY**

The licensing agency may require that the administrator increase his/her time spent at the facility if it is determined that the absence of the administrator has a detrimental effect on the facility.

PROCEDURE

Review facility records and interview staff and clients, if appropriate, to determine that the administrator is in the facility and providing sufficient time to the operation and management of the facility. Document findings on the Licensing Report (LIC 809) and other supporting reports as required.

(d) PROCEDURE

Refer to Section 80064(b).

(e) POLICY

References must be used to verify experience.

(f) POLICY

Where the licensee is the administrator, the date of licensure shall be considered the date of employment.

PROCEDURE

Review personnel records to determine the date of employment. A break in employment is considered a period of time in which the administrator is not actually employed in an Adult Day Care facility.

82065 PERSONNEL REQUIREMENTS**82065****(b) PROCEDURE**

Review the Facility Staffing Worksheet (LIC 507) and the facility work schedule to ensure an overlap of staff during shift changes.

82065.5 STAFF-CLIENT RATIOS**82065.5****(a) POLICY**

Staff to client ratio shall be based on the number of clients in attendance at any one time.

82075 HEALTH RELATED SERVICES**82075****(b)(2)(A) PROCEDURE**

Review clients' files to determine that a Consent for Medical Treatment (LIC 627) has been obtained.

82075.1 DAILY INSPECTION FOR ILLNESS**82075.1****(a) POLICY**

Sections 80057(b) and 80087(d) require that an isolation room be available if ill clients are accepted for care.

82076 FOOD SERVICE**82076****(e) POLICY**

Many centers do not prepare food on the premises and clients bring their own lunches. It is appropriate for the center director to observe that these lunches are nutritionally adequate. [Section 80076(a)(1)]

82076 FOOD SERVICE (Continued)**82076****PROCEDURE**

Review the facility's program of activities, admission agreements and menus to determine what provisions have been made for food service.

82078 RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION**82078****(a)(1) POLICY**

If a client's needs, such as care for incontinence, demand particular supplies, the designation of who will provide supplies should also be specified in the admission agreement.

ARTICLE 7 PHYSICAL ENVIRONMENT**82087.2 OUTDOOR ACTIVITY SPACE****82087.2****(b) POLICY**

The licensee's written activity plan shall include the location(s) of outdoor activity space which is utilized by the clients. These areas may include activity centers, public parks and other such space.

Shade may be provided by trees, awnings, tables with umbrellas, etc.

82088 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES**82088****(b)(1) POLICY**

Scheduling of bathroom use may be required for privacy (if screens or curtains are not provided).
